

**IT Professional Technical Services
Master Contract Program
T#:902TS**

**Statement of Work (SOW)
For Technology Services
Issued By**

**Minnesota Department of Public Safety/Bureau of Criminal
Apprehension**

Project Title – ISSv6 Support

Service Categories:

Project Management

Web Applications Specialist – Java/JSP/Servlets

**Architecture Planning & Assessment - Technical (2
Resources)**

Business Need

The Department of Public Safety's Bureau of Criminal Apprehension (BCA) requests proposals for four (4) staff augmentation resources to assist State staff with the Integrated Search Services Project (ISSv6) that is currently underway within the Minnesota Justice Information Services (MNJIS). This project will help criminal justice agencies prevent and solve crimes and will lead to a safer Minnesota.

MNJIS facilitates the access to and exchange of information between sources of criminal justice data. MNJIS also provides technology, training and services for Minnesota criminal justice agencies, better enabling their use of criminal justice information to solve crimes, prosecute offenders and protect Minnesotans and all citizens who visit our state. MNJIS also provides many public services, including fingerprinting, questioned identity assistance, identity theft information for victims and law enforcement and a computerized criminal history database.

MNJIS works under the direction of the Criminal and Juvenile Justice Information Policy Group and Task Force.

Overview of ISS v6 Project:

Integrated Search Service (ISS) is a website which allows criminal justice professionals to query many databases from one place and determine what records and data are available about an individual. The project is currently in use, but many sources of data are not connected electronically and must be accessed individually. The staff augmentation Service Category resources required will be that of a Project Manager, Web Application Specialist – JAVA/JSP/Servlets (JEE developer) and two (2) Architecture

Planning & Assessment – Technical (technical analysts); which will work closely with BCA staff to continue to add databases to the service.

Project Deliverables

- **Integrated Search Services (ISSv6)** - This is a multi-year enhancement project with many planned releases. The BCA is looking for the following individuals: 1.) Java Developer. This individual is required as the BCA currently has two ITS4 positions that the BCA has been actively trying to fill for many months. This individual will perform development work specifically replacing the current interface with Court Web Services (CWS) with the new Courts Integration Service (CIS), the individual will also work on the development of integrating the Name Event Index Service into ISS, and depending on when the ITS4 positions are hired, may be requested to work on enhancing the data available from the Predatory Offender Registration (POR) system and the Minnesota Repository of Arrest Photos (MRAP) through ISS; 2.) Project Manager. This individual will be responsible for the Management of this project. The BCA has been using a consultant in this role and was planning on replacing him with a staff person, but a project manager has resigned and the resource planned for this project had to be assigned to cover that project managers projects. This resource would be needed until the BCA can fill the open position and a transition can take place 3.) Currently the architect is a staff augmentation contract and contract is expiring and cannot be extended. That position works on the V6 project and the Oracle 11g Service Bus project. This is a position that the BCA expects to convert to a full time position and hire from the outside, but until that time this resource is needed. 4.) Technical Analyst. This position is currently being provided under a staff augmentation contract that cannot be extended. This person provides the technical analysis and design for the ISSV6 project. When other open positions are filled a current staff person will be reassigned to replace this individual.

Project Schedule

- Project Start Date: July 2012
- End Date: June 30, 2013 with a possible 1 year extension to June 30, 2014 if the project need warrants and funding is available.

Responsibilities Expected of the Submitting Vendors

- BCA requires that vendors screen their candidates being submitted meet the qualification presented in the candidate's resume. Verification that the candidate's skills and experience are accurately reflected in their resume is the responsibility of the company prior to submitting the candidate as a resource for one of the Service Categories listed for this project.
- Ensure candidate is only submitted once – duplicate submissions for the same candidate by a different vendor will disqualify the candidate from both vendors.
- Candidate will be considered within the project skill set vendor submits them for, although BCA reserves the right to place the candidate within the project they are best suited with their qualifications. Candidate can only be considered for the project they have been submitted for. Vendor may submit the candidate to other projects if their skill set meets that project requirements.
- Verify with candidates they will be required to submit to fingerprinting and background investigation as a condition of contracting at the BCA. All work must be done on site due to security issues.

Required & Desired Skills and Experience:

Project Management

Required:

1. Five years of experience managing large complex projects and deployments with wide ranging geographical or company-wide impact and responsibilities including leading and direction project managers and their teams, analysis, software development, testing, budgeting, and marketing.
2. Four year degree in Computer Science, Criminal Justice or related field or equivalent project management work experience.
3. Experience with project management tools, techniques and methodologies.
4. Experience using iterative approach development techniques.
5. Experience designing and facilitating Joint Application Design (JAD) sessions.
6. Experience in a position with a primary responsibility to perform in-depth business and/or process analysis (Preferably for a government entity).
7. Project Management Professional (PMP) certification from Project Management Institute (PMI).
8. Strong analytical and problem-resolution skills and ability to work independently with little direction.
9. In-depth knowledge of project management methods and methodologies including thorough knowledge of creating and maintaining Work Bench Structure (WBS), Network diagrams, project plans and schedules.

Desired:

1. In-depth knowledge of various SDLC (System Development Life Cycle) methodologies.
2. Good communicator with strong facilitation skills of small and large groups.
3. Managed multiple projects at the same time.
4. Experience with Rational Unified Process (RUP) environment.

Web Applications Specialist – Java/JSP/Servlets

Required:

1. A minimum of six (6) years experience in developing and maintaining object-oriented or component based systems in Java environments.
2. A minimum of six (6) years of programming experience using Java/JavaBeans/Enterprise Java Beans, JSP, and HTML.
3. A minimum of five (5) years of configuration management experience using PVCS.
4. A minimum of three (3) years experience using BEA WebLogic server.
5. Demonstrated ability to translate requirements into functional and technical specifications.
6. Experience which demonstrated excellent communication skills – written and oral.

Desired:

Knowledge and experience of the capabilities of various technical environments are desired including:

Technical Skills:

1. Software development (Java/JavaBeans/Enterprise Java Beans, JSP, and HTML).
2. Java-based Web application architecture.
3. Software Architecture design (using Java technologies).
4. Relational Database design (normalized models, data integrity, data encryption).
5. SQL Server design and development skills (T-SQL, Triggers, DTS packages).
6. Software process & methodology (design and code review, source control, quality assurance, test and deployment, change control processes, project management).

7. Requirements analysis and design documentation, knowledge transfer.

Technical experience:

1. Experience in Java web-based software application development.
2. Experience interpreting and implementing pattern-based software components using standard Sun J2EE patterns or similar components.
3. Experience in Microsoft SQL Server.
4. Experience implementing component based software following standard Rational Unified Process (RUP) development methodology or similar methodology.
5. Familiarity with State software/hardware or similar applications/architecture.

Architecture Planning & Assessment - Technical (Resource 1)

Required:

1. Minimum of ten (10) years System Architect experience
2. Experience with Service Oriented Architecture (SOA) and understanding of the Open Group SOA Reference Architecture
3. Experience with Rational Unified Process (RUP) Methodology
4. Ability to provide guidance to IT Infrastructure and Application teams on Architecture's frameworks, patterns, designs and best practices
5. Strong knowledge of distributed Application Architectures with focus on performance tuning and efficiency techniques
6. Minimum of five (5) years experience with synchronous and asynchronous system integration approaches
7. Minimum of seven (7) years experience with Java and J2EE design and development
8. Minimum of four (4) years hands on experience with Oracle/BEA WebLogic Server and Enterprise Service Bus (OSB/ALSB) products
9. Excellent written and verbal communication skills
10. Experience in understanding Java Messaging Service (JMS) and IBM Websphere MQ Series messaging technologies

Desired:

1. Bachelor's degree in Computer Science or related field
2. Experience with Criminal Justice integration architecture, systems, and services
3. Expertise in various aspects of quality assurance process and tools, such as test design, test execution, performance testing, and test automation
4. Ability to provide recommendations regarding new industry technology and best practices
5. Experience with High Concurrency and High Performance Transaction strategies
6. Full life-cycle experience including analysis, design, development, implementation, modification, and documentation of Web Services and Java/J2EE-based applications
7. Experience with evaluating and assessing vendor solutions via product demonstrations and proof of concepts to determine their alignment with stated goals and Architectural strategy
8. Experience with mentoring less senior members

9. Ability to share and communicate ideas both verbally and in writing to people at various levels within the organization in a clear and concise manner that is relevant to each of the groups

Architecture Planning & Assessment - Technical (Resource 2)

Skills and Experience

Required:

1. Minimum of seven (7) years Technical Analysis experience
2. Minimum of five (5) years of demonstrable experience using Unified Modeling Language (UML) for information and data modeling, at system and enterprise settings, including but not limited to:
 3. Class Diagrams
 4. Activity Diagrams
 5. Sequence Diagrams
6. Experience in translating business requirements into comprehensive design requirements using Rational Unified Process (RUP) Methodology and relevant artifacts applicable to business analysis and design
7. Minimum of five (5) years experience with object-oriented (OO) analysis and design, as well as practical experience using OO languages
8. Minimum of five (5) years experience with Java and J2EE design and development
9. Minimum of four (4) years hands on experience with Oracle/BEA WebLogic Server and Enterprise Service Bus (OSB/ALSB) products
10. Experience in Extensible Markup Language (XML) Schema development using Global Justice XML Data Dictionary (GJXDD) and National Information Exchange Model (NIEM)
11. Excellent written and verbal communication skills

Desired:

- 1) Bachelor's degree in Computer Science or related field
- 2) Experience with Criminal Justice integration architecture, systems, and services
- 3) Expertise in writing SQL stored procedures
- 4) Experience with Testing Methodologies
- 5) Full life-cycle experience including analysis, design, development, implementation, modification, and documentation of Web Services and Java/J2EE-based applications
- 6) Ability to share and communicate ideas both verbally and in writing to people at various levels within the organization in a clear and concise manner that is relevant to each of the groups
- 7) Experience in understanding Java Messaging Service (JMS) and IBM Websphere MQ Series messaging technologies

Process Schedule

- | | |
|--|-------------------------------|
| • Deadline for Questions | July 5, 2012, 2:00 p.m., CDT |
| • Anticipated Posted Response to Questions | July 6, 2012, 2:00 p.m., CDT |
| • Proposals due | July 12, 2012, 2:00 p.m., CDT |
| • Anticipated proposal evaluation begins | July 16, 2012 |
| • Anticipated proposal evaluation & decision | July 30, 2012 |

Questions

Prospective responders who have any questions regarding this request for proposal may contact:

Maureen Janke, Contracts and Grants Manager
Department of Public Safety - BCA
1430 Maryland Avenue East, St. Paul, MN 55106

Maureen.janke@state.mn.us

Prospective respondents must address any questions regarding this SOW to Maureen Janke by 2:00 p.m., Central Daylight Time (CDT), on July 5, 2012.

Other personnel are **NOT** authorized to discuss this request for proposal with responders, before the proposal submission deadline. Contact regarding this SOW with any personnel not listed above could result in disqualification.

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 2:00 p.m., Central Daylight Time (CDT) on July 6, 2012.

(http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

The factors and weighting on which proposals will be judged are:

- | | |
|---|-----|
| 1. Qualifications/experience of candidate | 70% |
| 4. Cost detail | 30% |

*NOTE: As candidate moves through the interview process the qualification score will be recalculated based on interview responses provided to questions.

Initial interview pool will be selected based on resumes provided. The initial interviews will be phone interviews.

Second interview will be in person or via video conferencing. Candidate **MUST** be available to participate in one of these two methods to continue in the selection process.

It is anticipated that the evaluation and selection will be completed by **July 30, 2012.**

The individual(s) selected for this project will work closely with MNJIS and other department personnel throughout this project. It is possible that individual(s) will prepare outlines or rough drafts of certain products, which will be completed by MNJIS or state agency staff.

The individual(s) selected for this project must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the BCA reserves the right to decline any contractor's staff accordingly. Selected individuals by the BCA from this SOW process will be required to complete and submit the Background Investigation forms to the BCA within a designated time period which will be defined and provided by the BCA to the individual should the individual be selected by the BCA to advance in the selection process. Contractor

companies are responsible for the cost of the background check as charged to the BCA by the FBI. Payment (\$24.25) is due upon submission of the background packet for processing.

Due to security reasons contractor's resources must perform duties at the BCA headquarters in St. Paul, Minnesota.

****Note: For procurements exceeding \$552,000, member countries of the World Trade Organization's Government Procurement Agreement must be treated on the same basis as U.S. companies under the terms of the treaty. A reference sheet including a list of current members is available at: <http://www.mmd.admin.state.mn.us/Doc/OutsourcingEvalSheet.doc>**

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Response Requirements:

Responders must submit the following information:

1. A statement regarding the selection and screening process the vendor has taken to ensure the candidates presented meet the minimum skills and are suitable to perform the duties of these positions.
2. A resume of the candidate's background and experience emphasizing the skills and work experience for the resource skill candidate's resume is being submitted that pertain to the above requirements. NOTE: Ensure the candidate is accurate in their assessment of their skills and experience. Embellished resumes will be cut from selection pool and not considered.
3. Cost detail. List each candidate being presented along with their resource skill set and hourly rate. Cost proposal must be submitted as detailed below in a separate and sealed envelope.
4. Submit the following forms:
 - A. Certificate Regarding Lobbying (if proposal exceeds \$100,000 including extension options)
 - B. Affirmative Action Certification (if proposal exceeds \$100,000 including extension options)
 - C. Affidavit of Non Collusion
 - D. Veterans Preference Form (if applicable)

All proposals must be sent to:

Maureen Janke, Contracts and Grants Manager
Department of Public Safety - BCA
1430 Maryland Avenue East, St. Paul, MN 55106

Maureen.janke@state.mn.us

All proposals must be received not later than 2:00 p.m., Central Daylight Time (CDT), July 12, 2012, as indicated by a notation made by the Bureau of Criminal Apprehension Receptionist, 1430 Maryland Avenue East, St. Paul, MN or through delivery receipt.

Late proposals will not be considered.

All costs incurred in responding to this SOW will be borne by the responder.

Original documents must be delivered in paper copy by the closing date and time. The electronic copy may be provided by email or on USB, CD or through email attachment. Successful delivery is the responsibility of the responder.

Proposal Checklist:

1. One original **Cover letter**, signed by an officer of your company, with information regarding the recruiting methods and screening your company utilizes. Subcontracting is acceptable. Please explain the screening, testing, interviewing process used for the candidates you are submitting.
 - Cover letter should also name the representative contact for further information (e.g. candidate availability, scheduling interviews). Ensure the following information is listed for the contact: Name, title, phone number(s), email address.
2. Submit three copies of each **resume** on paper. Each resume must be labeled as follows in the top right side of the page:

Candidate Name (First Name, Last Name)

Resource Skill Set (e.g., Project Management, Web Applications Specialist -.NET ASP)

Company Name

Microsoft Word (version 2007 or newer). Email is the preferred method of submission for the electronic copy of the resume, but USB or CD is acceptable.

3. Submit one set of resumes only in an electronic format. Each resume must in a separate file and only one file for each candidate. It must be labeled as follows:
e.g. Joe Smith ABC Consulting Project Management.
4. If the electronic version is submitted through email; ensure candidates skill set is listed along with their name in the body of the email, so they can be placed in the appropriate file for review. Submission must be in Adobe Acrobat PDF or MS Word. Company contact information should also be on the email in the event a file is corrupt.
5. Provide one copy of the **cost proposal** in a separately sealed envelope clearly marked on the outside "Cost Proposal" along with the firm's name. Cost Proposal should list each candidate, skill set submitted for, and hourly rate. List all candidates on one document.

Proposals will be evaluated on "best value" as specified below. The cost proposal will not be opened by the review committee until after the qualifications points are awarded.

Proposal Submission Instructions

- Response Information:
 - a) To whom to address the response – **Maureen Janke**
 - b) Where to respond – **BCA Contracts Office, 1430 Maryland Avenue East, St. Paul, MN 55106**
 - c) How to label the response Attention: **MNJIS Staff Augmentation – ISSv6**
- How to submit – **Paper copies must be received at the above address by the deadline.**
- Number of copies – **See instructions above in Proposal Checklist:**
- Response due date – **July 12, 2012**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. **It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.**

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

-or-

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- ☐ We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- ☐ We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). **Proceed to BOX C.**
- ☐ We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- ☐ **We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: _____ Date _____

Authorized Signature: _____ Telephone number: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance & Community Relations

Mail: The Freeman Building 625 Robert Street North, Saint Paul, MN 55155 TC Metro: (651) 296-5663 Toll Free: 800-657-3704

Web: www.humanrights.state.mn.us

Fax: (651) 296-9042 TTY: (651) 296-1283

Email: compliance.mdhr@state.mn.us

Affirmative Action Certification Page, Revised 6/11 - MDHR

**STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Representative (Please Print) _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

My commission expires: _____

STATE OF MINNESOTA

VETERAN-OWNED PREFERENCE FORM

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

If responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. If responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-471 and Code of Federal Regulations, Title 38, Part 74) at the solicitation opening date and time to receive the preference.

Information regarding CVE Verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** this form. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

I hereby certify that the company listed below:

1. Is an eligible veteran-owned small business, as defined in Minnesota Statute §16C.16, subd. 6a; and
2. Has its principal place of business in the State of Minnesota; and
3. Is CVE Verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise.

Name of Company: _____

Date: _____

Authorized Signature: _____

Telephone: _____

Printed Name: _____

Title: _____

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.